

LIGHTING PERMIT APPLICATION

Owner Information

Owner's Name

Address

City, State, Zip

Phone

Email

Contractor Information

Name

Address

City, State, Zip

Phone

Fax

Email

Applicant Information

Applicant's Name

Address

City, State, Zip

Phone

Email

Property Information

Assessor's Parcel #

Subdivision

Unit #

Lot #

Address/Location

Zoning

Existing Land Use

Proposed Land Use

Parcel Size

Lighting Zone

CERTIFICATION & ACKNOWLEDGEMENT

I am applying for a Lighting Permit and this application is complete and accurate and I agree to abide by the regulations of this jurisdiction. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant the Coconino County Community Development Department and their inspectors and regulators access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. The Lighting Permit is a supplemental permit and other permits may be required for this project. All required permits must be obtained prior to any construction. The applicant is responsible for all changes and additional time required to correct plans and/or development as a result of differences between initial and final plans.

I am responsible for contacting the Coconino County Community Development Department at (928) 679-8850 to schedule all required inspections for this permit.

Signature of Applicant

_____ Date _____

Signature of Property Owner (if not the applicant)

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Receipt # _____ Fee _____

Case # _____

Related Cases _____

Appeal Filed By _____ Date _____

Receipt # _____ Fee _____

DIRECTOR ACTION

☐ Approved with Conditions (see attachments) ☐ Denied

Resolution # _____ Date _____



LUMEN OUTPUT CALCULATION WORKSHEET

<i>Fixture</i>	<i>Type</i>	<i>Wattage</i>	<i>Lumens per Fixture</i>	<i>Total Number of Lamps</i>	<i>Shielding</i>	<i>Total Lumens</i>
A						
B						
C						
D						
E						
F						
G						
H						
I						
J						
K						
L						
M						
N						
P						
Q						
R						
S						
T						
U						
V						
W						
X						
Y						
Z						
Total Lumen Calculation						



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SUBMITTAL REQUIREMENTS* (see attached guidelines for minimum requirements)

- ◇ \$60 non-refundable filing fee.
- ◇ Two copies of a site plan of the property showing the location of *all existing and proposed* lighting.
- ◇ Completed lumen calculation worksheet.
- ◇ Manufacturers' catalog cut sheets (pictures) and specifications (lumen output) for each type of proposed fixture.

*NOTE- The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Sign Permit exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this Section if they are not necessary.

SITE PLAN REQUIREMENTS (continued on next page)

General Property Information: Required

1. Show the entire property (parcel) by the platted property lines; include all property dimensions; and streets labeled.
2. Show the minimum required setback lines (front, sides and rear) conforming to the zoning district. This information is available from Community Development.
3. Direction of slope on property and the direction of natural drainage - accurate topography may be required when necessary.
4. Slopes that exceed 15%, including any cut banks greater than 4' in height.
5. North arrow and site plan scale.
6. Streams, creeks, washes and floodplains.

Existing Property Improvements: Required

1. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
2. Location of all existing wells.
3. Location of all existing drainage facilities.
4. Location of all existing septic tanks, leach fields and sewer lines.
5. Location of all existing driveways.
6. Location of all ingress and egress easements and utility easements (when applicable).

Proposed Property Improvements: Required

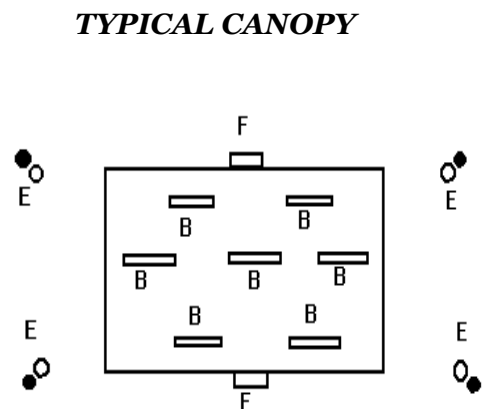
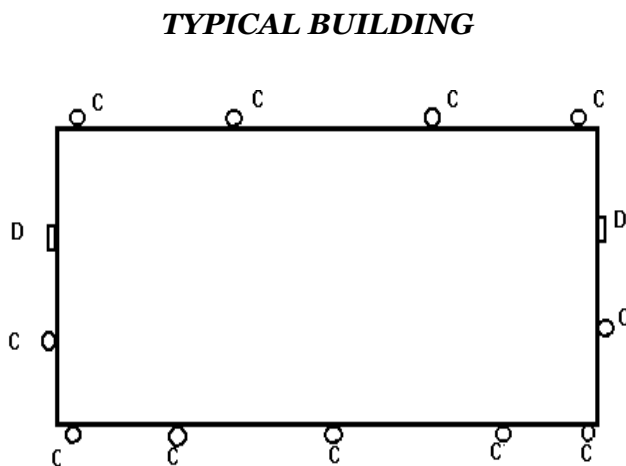
1. Location and dimensions of all proposed structures in relation to property lines and other structures.
2. Label all proposed structures and cross hatch for clarity.
3. Location of all proposed wells.
4. Location of all new septic tanks, leach fields and sewer lines.
5. Location of all new driveways and road improvements including type of material.
6. Show all utility connections and line directions:
 - a. Septic tank and Leach field location, reserve area and sewer line locations.
 - b. Water line location.

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SITE PLAN REQUIREMENTS (continued)

- a. Liquid propane gas tank location or natural gas meter location (dimension).
 - b. Underground liquid propane tank location (dimension).
 - c. Air conditioner location.
 - d. Electric meter location.
7. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
 8. Fence locations. Describe type and height of fence.

EXAMPLE LIGHTING SITE PLAN



EXPLANATION OF PURPOSE OF LIGHTING PERMITS

The topography and atmospheric conditions of Coconino County are uniquely suited for astronomical observation. A substantial investment has been made in observatories in the County and the use of certain types of outdoor lights and certain outdoor lighting practices have an adverse impact on astronomical observation. Poor lighting practices in outdoor lighting also waste energy and can hamper the reasonable use and enjoyment of property, and can endanger the public welfare by producing unnecessary glare.

It is the intent of Section 17 of the Coconino County Zoning Ordinance to encourage lighting practices and systems which will minimize light pollution, light trespass, and the consumption of energy while maintaining nighttime safety, utility, security, and productivity. Three Lighting Zones have been established in the County. Increased flexibility in the uses of outdoor lighting is allowed as the distance from observatories to the proposed light source increases.

A copy of Section 17 is available at the Department of Community Development. The cost is \$1.00 (\$2.00 if mailed). A copy of Section 17 can also be downloaded from our website at no charge (www.coconino.az.gov). The specific requirements for each Lighting Zone (maximum total lumen output, lamp styles, shielding, exemptions, etc.), and the location of each Zone is included.



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EXAMPLES

The following figures show example s of the lumen output calculation worksheet and correlated site plan for a lighting permit. The first column of the lumen output calculation worksheet table (labeled 'fixture') should correspond with the labeling of the fixtures on the site plan. Note— proposed *interior* fixtures should not be included.

EXAMPLE OF LUMEN OUTPUT CALCULATION WORKSHEET

<i>Fixture</i>	<i>Type</i>	<i>Wattage</i>	<i>Lumens per Fixture</i>	<i>Total Number of Lamps</i>	<i>Shielding</i>	<i>Total Lumens</i>
A	Interior	NA	NA	NA	NA	NA
B	Fluorescent	35 W	2,975	7	Full shield	20,825
C	Incandescent	100 W	1,750	11	Full shield	19,250
D	High Pressure Sodium	35 W	2,250	2	Full shield	4,500
E	High Pressure Sodium	50 W	4,000	4	Full shield	16,000
F	Metal Halide	250 W	16,000	2	Full shield	32,000
Total Lumen Calculation						92,575

PERMIT REVIEW TIMEFRAMES*

- ◇ Administrative completeness shall be determined within 30 calendar days of the submittal of a Lighting Permit application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- ◇ Substantive review of all Lighting Permit applications shall be completed within 30 calendar days from the determination that the Lighting Permit application is administratively complete. One written request for additional information may be made to the applicant during this review process.
- ◇ The total timeframe for the granting or denying of a Lighting Permit is 60 days.

***Note—Permit review timeframes are provided for compliance with ARS §11-1605. Actual timeframes based on a complete application may be considerably shorter.**